

# Serve Idaho

Executive Committee Meeting Minutes  
July 14, 2014 from 3:00 pm – 4:37 pm  
8901 W Franklin Rd. Boise, ID

**Commission Members in attendance:** Kristen Tracy, Clint Blackwood, Mike Jensen, Lynn Muehlfeit, Henry Henscheid, Tina Naillon

**Staff in attendance:** Renee Cox, Renee Bade

Welcome by Kristen Tracy at 3:05 pm

## Minutes:

Minutes from the prior executive board meeting were reviewed by members. Lynn Muehlfeit made a motion to accept the minutes as written; Clint Blackwood seconded the motion. Motion passed unanimously.

## Agenda:

The Commission meeting agenda was reviewed by members. It was stated that Kristen Tracy would introduce new Commissioners immediately after the call to order. Plaques for Lewis Clark Service Corps. Program Director and staff are to be presented following the Program Director reports. Henry Henscheid made a motion to approve the agenda; Clint Blackwood seconded the motion. Motion passed unanimously.

## Administration Report:

Renee Cox presented on the progress of the Commission Support Grant, stating that the narratives and theory of change have been submitted. Renee Bade will submit the performance measures following clarification from CNCS later in the week. Renee Cox explained the Theory of Change, and what it included. It was determined that Renee Cox would present on Idaho's Theory of Change at the Commission meeting.

Renee Cox reported on possible new community partnerships including:

- Valley Transit: Village Van Program, provides access to jobs and medical services for low income individuals.
- Airman & Family Readiness Center at Mountain Home Air Force Base

Renee Cox provided updates on the following media campaigns:

- May 16-September 25 : Recruitment PSA will run in movie theaters
- October 10 – January 1: America's Promise license plate advertisement to run in movie theaters
- BSU marketing campaign at BSU football & basketball games
  - o Currently in the process of signing MOU
  - o \$35,000 campaign

Renee Cox spoke on a recent successful presentation to the BSU nonprofit management class on volunteer management.

Renee Cox will review the budget at the July 15 Commissioner meeting. PDAT and disability funds need to be expended by the end of the year. Either we use the funds, or we lose the funds.

Renee Cox provided a program update. The following programs will be ending in July and August:

- Blackfoot Community Center: end in July
- SCA: started in May. New Program Director is Tim Carroll.
- Department of Health & Welfare (KINCARE program): Will be new sub grantee
  - o Representative from Health and Welfare has retired
  - o It was found that no FTE was appropriated for the program
  - o Trying to get Casey Family Programs to get a FTE
- PCEI: Submitted for supplemental funding
- LCSC: Will wrap up end of August.
  - o Many phone calls with concerns about LCSC's completion.
- Discussion took place about possible partnership for a Pre-K program and a tutoring and mentoring program.
  - o Tina Naillon spoke about partnering with Pocatello Head Start Program.
  - o Kristen Tracy spoke about partnering with IAYCE.
  - o Lynn Muehlfeit spoke about partnering with Montessori Schools.
  - o Renee Cox spoke about the importance of looking at partnerships who can both support and run a program.

Renee Cox was asked about her position replacement. It was discussed that Daniel Barutta had requested a call on the morning of July 15 to discuss what direction the Department of Labor is going to take Serve Idaho. The Commissioners asked about sitting in on the interview. Renee Cox suggested discussing at the Commissioner meeting.

### **Marketing Committee Brief:**

Henry Henscheid discussed that Google Docs can no longer be used. Renee Cox clarified that this was due to security concerns by the Department of Labor, and explained the state does not allow for Google Docs. Microsoft is the only acceptable software, and it is too expensive to purchase. Henry Henscheid discussed the importance of tracking Commissioner information quarterly. Alexis Neufeld will be sending out clarification as to how the information is used. Tina suggested looking into Wikispaces to track information, however it was determined this was only available for educational institutions. Renee Cox spoke about the importance of performance measures in upcoming Commission Support Grants.

### **Commission Membership Update:**

Clint Blackwood provided the following updates on membership:

- New Commissioners include Doug Brown and Georgia Dimick. Randy L. Teton is also a new Commissioner, but will not be at the July 15 meeting.
- Still looking for an elected representative for the government Commissioner
  - o Renee Cox clarified that the Commissioner needs to work for local government, but does not need to be elected.
- National Service position remains open. Char Kremer has applied to be a Commissioner following the close out of the LCSC grant. She would be able to fill this position. It was also discussed that Georgia Dimick could fill this position as well.
- Hunter Van Bramer is having issues attending meetings. His appointment expires in March 2015. It was discussed looking at those recognized at the Brightest Starts to fill his spot.
- Overall the numbers are in good shape.
- Lynn Muehlfeit and Henry Henscheid spoke about a possible meeting with a County Commissioner to discuss filling the government representative position.

- Cindy Jesinger was not reappointed. A certificate signed by the Governor, a letter from Kristen Tracy, Mike Jensen, and Renee Cox will be sent to her.

#### **Future Conference:**

Renee Bade spoke about the 2015 Serve Idaho Conference. Due to the majority of members being located in SW Idaho it was recommended the conference be moved to Boise to keep costs of transporting staff and commissioners down. Will vote on moving the conference at the July 15 Commissioner meeting, where it will be voted on by the Commission.

#### **October Retreat:**

Renee Cox informed the Executive Committee that Justine Murray will facilitate the meeting. The 2016-2018 Strategic Plan will need to be discussed and organized at the October retreat. The dates for the retreat are October 22-23.

#### **State Service Plan:**

Renee Cox spoke about the importance of the Commissioner's reporting monthly/quarterly. It was discussed to remind Commissioners through a combination of email reminders and phone calls. Further discussion will occur at the July 15 Commissioner meeting.

#### **Other Items:**

Renee Bade provided an update on the AmeriCorps 20<sup>th</sup> Anniversary. Mike Jensen discussed that he will be unable to attend the Grantee Meeting in Washington DC in September. It was discussed who would possibly replace him. It was suggested asking Pat Eriksen could possibly replace. Mike Jensen will follow up with Pat Eriksen on her availability and interest.

The election of new officers will occur at the October retreat.

It was discussed that the cluster meeting is scheduled to be in Salt Lake City, UT next year. Further details will follow.

Mike Jensen moved to adjourn the meeting. Clint Blackwood seconded the motion. Motion passed unanimously. Meeting adjourned at 4:37 pm.

Submitted by Renee Bade, July 17, 2014